

**Invitation for Proposals**  
**Painting of Town House and Middle Neck School House**  
**Moultonborough, NH**  
**March 15, 2012**



**Joel R. Mudgett, Chairman**  
**Board of Selectmen**

## **Table of Contents**

<b>Invitation for Bids .....</b>	<b>3</b>
<b>General .....</b>	<b>4</b>
<b>Proposal Forms .....</b>	<b>6</b>
<b>Exhibit A (Scope of Work) .....</b>	<b>8</b>
<b>Exhibit B (Locus Map).....</b>	<b>12</b>



**PLEASE POST**  
**TOWN OF MOULTONBOROUGH**  
**Invitation for Bids**  
**Painting of Historic Buildings**

Sealed bids for the painting of two historic buildings located at 951 Whittier Highway Moultonborough, New Hampshire, will be received until 2:00 p.m. on Thursday, March 15, 2012 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. A detailed package with information on the project, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on Paid, Volunteer and Contract Openings) or said offices during normal business hours.

Your bid envelope must be marked with the project, item or service being sought, and the date the bids are due. If you send your bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelop to safeguard against it being opened in error.

The work includes providing all scraping, caulking, priming, finish painting and associated staging, and clean-up as outlined in the bid documents. You may submit a proposal on one or both buildings. The estimated contract value for both buildings is \$12,500+/-.

You may inspect the exterior of the premises without advance notice to us. You may submit any questions about our requirements or the process to Mr. Carter Terenzini, Town Administrator, at PO Box 139, Moultonborough, NH 03254, or by fax to 603.4765835 or by email to [cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov) such that they are received by 4 p.m. on March 8, 2012. The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on Monday, March 12, 2012. (Click on Paid, Volunteer, and Contract Opportunities). It is the proposer's responsibility to check and verify any such changes in order to account for them in their bid.

No bidder may withdraw his/her Bid for a period of 60 days (excluding Saturdays, Sundays, and legal holidays) after the actual date of the opening of the Bids. The successful bidder will be required to execute the Contract Agreement within 10 days following notification of the acceptance of his bid.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Joel R. Mudgett, Chairman/s/  
Board of Selectmen

Posted: Town Bulletin Boards (7)  
SAU

Advertised: Meredith News & Carroll County Independent 02/23/12 & 03/01/12

Mailed: Vendors List

Web: Town; Craigslist; [winnipesaukee.com](http://winnipesaukee.com); NHLGC

## **Scope of Work or Specifications and Conditions**

### **1.) General Description of the Project, Materials and Quantities**

The Town will have two buildings painted under this invitation. They are both important historical elements of the Town and located at 951 Whittier Highway in Moultonborough (See Exhibit B).

### **2.) Specifications & Certification**

See Exhibit A

### **3.) Time for Performance**

We expect to award a contract on or about April 1, 2012. We expect to be able to fully execute a contract with you on or about April 15, 2012. You must specify the number of calendar days, from the date we execute a contract that you expect it to take for your work. All work must be completed no later than July 1, 2012.

### **4.) Term of Contract**

All work must be completed no later than July 1, 2012.

### **5.) General Conditions**

a.) If you are in default of this contract you will be given ten (10) days notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.

b.) The term “days” shall mean calendar days.

c.) Unless otherwise specified, you must provide the standard factory warranty on all products as specified by the manufacturer. You must provide a one year warranty on all labor.

d.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and Equipment	\$1 Million/\$2 Million
- Property Damage	\$1 Million/\$2 Million
- General Liability	\$1 Million/\$2 Million

If you use a sub-contractor for any portion of the work you must obtain from them, and provide to us a similar certificate in similar amounts. You may not use a subcontractor without our approval.

e.) A pre-construction screening for lead paint has been conducted by RPF Associates, Inc on the subject buildings. You may view it on-line at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on Paid, Volunteer and Contract Openings) or the SelectBoard offices during normal business hours. You must submit the required Proof of Lead Safe Certification, in accordance with the State of NH Regulations, for any employee on the job site and you must – at all times – comply with any and all other Lead Safe Certification Rules & Regulations.

f.) A schedule of values will be agreed for the major elements of work which will become a part of the contract. You may bill on a bi-weekly basis for all labor performed and materials applied. Payments will be made within thirty (30) days of the submission of such a bill showing conformance with all work requirements. Any progress payments made on each item will have a 15% retainage until all work is completed and fully certified by the permitting authorities and end user as designated by the Town.

g.) The proposal pricing shall include all labor, insurance, material, leasing of any lift(s), staging or ladders and all other such costs that you will incur in order to offer the Town a complete fixed price proposal fee to complete the work in a satisfactory workman-like manner.

h.) Any personal injury or property damage on the job site must be reported to the Town within twenty-four (24) hours from the time of the accident or injury.

i.) You must provide an explanation of how many years you have been in this business and under what other names you may have done business. You will include a list of at least five references for similar jobs you have completed with the past three years showing the contact name, telephone, year of the project and value of the project. This will be submitted with your fee proposal.

## **6.) Questions and Supplements**

Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email ([cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov)), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on August 3, 2011.

**\*Important Note:** The answers, and any other changes or supplements to this document, will be posted on the Town web site as an Addendum no later than 4:00 p.m. on Monday, March 12, 2012. (Click on Paid, Volunteer, and Contract Opportunities). It is the proposer's responsibility to check and verify any such changes in order to account for them in their bid.

## **7.) Viewing of Trade-In(s)**

N/A

## **8.) Proposal Due Date and Methods of Delivery**

You may submit a price proposal for one or both buildings.

Proposals will be accepted until 2:00 p.m. on March 15, 2012 in the Office of the SelectBoard, 6 Holland Street, P.O. Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud.

The proposal is to be submitted in a sealed envelope marked "Painting of Town House and Middle Neck School" and the date and time advertised for the opening. If mailed, each bid should be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

#### **9.) Town Reservation of Rights**

The Town reserves the right to reject any and all proposals, award one or two contracts, and waive any minor or non-material informalities if deemed to be in its best interests.

**Town of Moultonborough**  
**Painting of Town House and Middle Neck School**  
**Proposal Form**  
(Please Print or Type)

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**ATTENTION:**

Mr. Joel R. Mudgett, Chairman  
Board of Selectmen  
P.O. Box 139  
Moultonborough, NH 03254

Dear Mr. Mudgett:

Having examined the documentation provided with the subject Invitation for proposals the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # \_\_\_\_\_  
(If none, write none).

If I am notified my proposal is accepted within sixty (60) days of the bids having been opened, I will execute a contract for the work within ten (10) days thereafter.

I propose to provide the following items for the following unit pricing:

**Important Note:** If you are not bidding on one of the buildings write the words "No Bid" in each of the appropriate blank spaces.

**Item**

**Price**

**1.) Town House:**

A. As specified \$ \_\_\_\_\_  
(In Figures)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
(In Words)

**Time for Completion:** I will complete this work within \_\_\_\_\_ days (In Figures) of the execution of a contract.

**2.) Middle Neck School House:**

A. As specified \$ \_\_\_\_\_  
(In Figures)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
(In Words)

**Time for Completion:** I will complete this work within \_\_\_\_\_ days (In Figures) of the execution of a contract.

**3.) Both Buildings Together:**

A. As specified \$ \_\_\_\_\_  
(In Figures)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
(In Words)

**Time for Completion:** I will complete this work within \_\_\_\_\_ days (In Figures) of the execution of a contract.

**4.) Additional Cost:** For a change of color on the windows on the Town House to white (requires a second coat).

A. As specified \$ \_\_\_\_\_  
(In Figures)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents  
(In Words)

I have attached a list of five references for similar work and their contact information.

I understand that the town reserves the right to reject any and all proposals, and waive any minor or non-material informalities, if deemed to be in its best interests.

I understand that the Town may hold my proposal for sixty (60) days prior to awarding a contract.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full invitation package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this proposal, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have payment agreement in place or have filed an appeal over the same.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Title of Bidder

Corporate  
Seal

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



## Exhibit A: Scope of Work

**All items are to be completed in a professional and workmanlike manner.**

- 1.) **Wood Preparation:** All wood preparation is to include fascia, trim, siding, windows, doors and the like.
  - a. Remove all storm windows and doors and store them safely, within the buildings, for your reinstallation.
  - b. Renail all loose wood with galvanized or coated nails sized appropriately to the material being renailed.
  - c. Remove any dirt, dust, grime, oils, mildew and loose paint by power washing or hand washing.
  - d. Scrape, by hand, all loose or “flaking” paint to a sound surface.
  - e. Wherever rust has presented itself over the head of nails, expose as much of the head of the nails as possible without damage to the surrounding wood and prime it with Flood-Penetrol or other product approved by the Town. Then seal the nail hole or mark with a flexible (siliconized) acrylic caulking (exterior) and smooth over with a putty knife.
  - f. Remove all loose caulk, putty and glazing compound.
  - g. Caulk around all doors and windows and small cracks (less than ¼”) in trim, fascia and siding with an exterior grade paintable silicone ten (10) year caulk.
  - h. Reglaze all window sashes, in keeping with best practices, priming any raw wood before applying an oil based glazing.
  - i. Spot prime all bare wood and glazed and caulked areas using an oil based primer of white or tinted one shade lighter than the final finish coat. The primer you use must be from the same manufacture as the manufacture of the finish coat and recommended by them for use with the finish coat.
  - j. The three signs now on the buildings (Moultonborough Town House, Middle Neck School, and Moultonborough Historical Society) have been removed by others prior to the commencement of your work and re-installed by others after the completion of your work.
  - k. The plywood of the west end gable of the Middle Neck School will have been replaced with a pre-primed wooden louver prior to the commencement of your work.
- 2.) **Metal Preparation:** All metal preparation is to include handrails and building elements to be painted but excludes drip edge and roof penetrations, fascia, trim, siding, windows, doors and the like.
  - a. All metal items are to be scraped, wire-brushed and sanded to a rust free and sound surface.
  - b. Spot prime all areas also treated using a “Flood Penetrol” or a rust oxide industrial grade primer.

3.) **Painting:**

- a. Paint all surfaces with one (1) coat of an oil based paint, in accordance with manufacturer's recommendation, in a color to match the existing. The finish coat you use must be from the same manufacture as the manufacture of the primer coat and recommended by them for use with the primer coat.
- b. Paint with brushes only. No spraying of any type will be permitted unless specifically approved by the Town.
- c. Painting shall be done between the hours of 7:00 am and 6:00 pm on Monday through Saturday unless prior approval is given for extended hours or on holidays or Sundays.
- d. Painting work shall be done in a manner that will create as little disturbance as possible for the area residents.
- e. The paint used will be a high quality and must be approved by the Town prior to start up. Sherman Williams, Benjamin Moore and Devoe subject to grade of paint, are all pre-approved brands.
- f. The contractor must provide the Town a schedule of all work at the time of contract execution. The contractor is responsible to coordinate changes in the schedule with the Town to insure that inconvenience to the facility is held to a minimum.
- g. The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to industry standards. Only skilled workers adequately supervised shall be allowed to work on painting projects.
- h. All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- i. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- j. All work shall be subject to the approval of the Town through a representative that they have previously approved. The Contractor shall satisfactorily correct any work found in need of correction, due to improper preparation, painting, or workmanship, or as a result of the Contractor's negligence prior to the final approval and payment.

4.) **Paint Protection and Clean Up:**

- a. The buildings have been tested for lead paint. There are substantial amounts found over much of the building. All washings, scrapings and the like are to be carefully collected and properly disposed of in accordance with statute and regulation. For those materials which can be disposed of in regular refuse the Moultonborough Transfer Station will be available to the Contractor at no additional cost.
- b. All walks, floors, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected from being stained with any primers or paints. Drop cloths shall be used liberally wherever needed for this protection.

- c. All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. The ground below all work areas is to be covered with 6mil plastic and all debris is to be contained and disposed of properly.
- d. Painting brushes and other painting tools are to be cleaned at a distance from flowerbeds, shrubbery, trees, walkways, parking lots and grassy areas with no cleaners or solvents released into or onto the environment.
- e. On a daily basis the contractor shall comply with the requirements of the EPA Lead Awareness Program.

5.) **Painting Safety:**

- a. All ladders are to be taken down daily and stored in a safe place away from any traffic areas.
- b. Wet paint signs and clearly marked areas shall be roped off whenever necessary.
- c. All unpainted areas are to be masked off or draped including shrubs, trees, flower beds and any personal property.
- d. All workers are to take the appropriate precautions to prevent any injury to themselves, residents and municipal employees.

6.) **Other Painting Provisions:**

- a. The contractor and a designated representative of the Town of Moultonborough will inspect all work as the work progresses.
- b. The contractor prior to the final approval and final payment shall satisfactorily correct any work found in need of correction, due to improper preparation, painting or workmanship, or as a result of the contractor's negligence. All discrepancies or omissions pertaining to work herein specified are to be corrected by the contractor prior to the final payment or the retainer amount and completion date shall not occur until the omissions or discrepancies are corrected.
- c. All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- d. The contractor shall exercise care in surface preparation and painting, to insure that the workmanship is of the best quality, fully conforming to the lead laws and industry standards. Only skilled workers adequately supervised shall be allowed to work on this project.
- e. All material is to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- f. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.

7.) **Notification and Change Orders:**

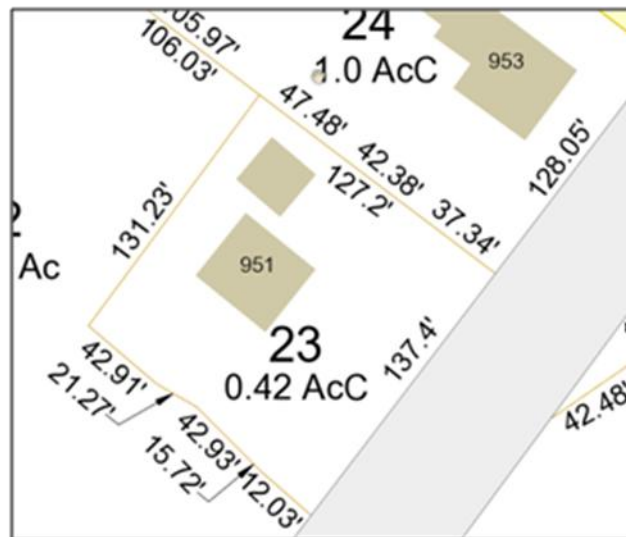
- a. Any additional work uncovered during the normal painting process shall be reported immediately to the Town. This is to include, but is not limited to, rotted wood, damaged structural supports, roof leaks and damage (soffit & fascia).
- b. Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work must be pre-approved in the form of a change order, executed by the Town.

## Exhibit B: Locus Map

**Moultonborough Town House**



**Middle Neck School**



**951 Whittier Highway**